

# **Storm Water Pollution Prevention Training Program, December 2003**

## **Storm Water Pollution Prevention Training Program**

The following section outlines the Storm Water Pollution Prevention Training Program.

### ***Regulatory Driver***

TPDES Industrial Storm Water Permit TXR050000 issued on 20 August 2001

### ***Permit Citation***

Part III, Section A, Subsection 5(f), page 25 of the above permit outlines training requirements.

### ***Applicable Personnel***

- Pollution Prevention training shall be provided for all personnel who are responsible for implementing or maintaining activities identified in the SWPPP on an annual basis.
- Education must be provided to those personnel at the unit/activity that are not directly responsible for implementing or maintaining activities identified in the SWPPP and do not participate in the personnel training program. At a minimum these personnel must be informed of the basic goal of the SWPPP and how to contact the unit/activity's Storm Water Pollution Prevention Team regarding storm water issues.

### ***When Training is Not Conducted***

- The lack of pollution prevention training shall be documented and justified.

### ***Training Topics***

*Pollution Prevention training shall include at a minimum:*

- Proper material management and handling practices for specific chemicals, fluids, and other materials commonly encountered at the facility
- Spill prevention methods
- The location of materials and equipment necessary for spill cleanup
- Spill cleanup techniques
- Proper spill reporting procedures
- Good housekeeping measures, BMPs, and goals of the SWPPP

### ***Pollution Prevention Training Materials***

- Individuals from the unit/activity may acquire pollution prevention training in established courses. They may obtain the information presented in these courses and then present it to other personnel.
- Knowledgeable individuals may conduct on-site training. These individuals may train personnel through the use of videos, field trips, demonstrations, brochures, existing lesson plans, or any other method that conveys the above training topics.
- Units/activities may utilize on-line resources if they meet the requirements set forth in the above permit.
- Pollution prevention topics that must be covered are stated above.

### ***Training Schedules***

- Pollution prevention training may be scheduled through the POC for each unit/activity.
- Facilities may schedule their own pollution prevention training.

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- Pollution prevention training may be scheduled through the DPW Environmental Training Program.
- Pollution prevention training must be conducted a minimum of once a year for all personnel responsible for implementing or maintaining activities in the SWPPP.

### ***Record Keeping***

- The DPW Environmental Training Program and DPW Water Program will keep pollution prevention training records.
- In cases where all applicable training records cannot be obtained, a summary of the training records and examples of the records will be obtained. References will be made to these records in training documentation. These records will be kept at the point of generation and will be available for review by authorized individuals.
- A training log shall be prepared to document pollution prevention training. The log will include the personnel's printed name, place of work, date, training subject, and the personnel's signature.
- Training records may be obtained through the POC for each unit/activity.
- The unit/activity shall submit the training log to the DPW Environmental Training Program by December 15<sup>th</sup> of each calendar year.
- Training records generated through other programs and means can be substituted for pollution prevention training if the training meets the requirements set forth in the industrial storm water permit.